

Example shortlisting form

An additional shortlisting form is completed assessing candidates against the *desirable* criteria

SHORTLISTING FORM – Essential Criteria

This form is designed to facilitate the process of shortlisting applicants for interview. It will help to ensure that applicants are compared, fairly and equally, with the person specification. Shortlisting must be based only on the information provided in the application and not on any personal knowledge a Panel Member has of an applicant. Panel members must declare to the HR Department if they know any applicant and how they know the applicant.

Key: please enter, below, **all essential** criteria as stated on the Person Specification (please continue on an extra sheet if you have more than 16 items of essential criteria or more than 10 applicants).

(1) = PhD in a Biological science, or a related discipline

(2) = Advanced knowledge of the applied biological sciences in areas including (but not exclusive to) molecular biology, marine biology, plant biology, molecular biology

(3) = Active research and/or professional practice profile which can be drawn on for the purpose of teaching and developing research programmes

(4) = Qualification in teaching in HE or commitment to obtaining this

(5) = Teaching experience in the biological sciences to HE undergraduates and a commitment to enhancing teaching quality and standards

(6) = Experience of teaching the practical aspects of the biological sciences e.g.

laboratory skills, field-based skills or analysis of biological data

(7) = Able to employ innovative methods to support effective student learning

(8) = Able to devise and deliver novel research programmes to strengthen current departmental/faculty research interests

(9) = Comfortable with a participative, team based working and management style

(10) = Good IT skills

(11) = Ability to organise self and others to maximise effectiveness

(12) = Adaptable and responsive

	Mark a TICK or a CROSS for each candidate to indicate whether they meet each of the above Essential Criteria based on the information provided in their application only.															
Candidate Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
Dr Rajesh Dhimar	✓	✓	✓	✓	x	✓	x	✓	✓	✓	✓	✓				
Dr Louisa Diphthong	✓	x	x	✓	✓	✓	✓	x	✓	✓	✓	✓				
Dr James Connolly	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓				
Dr Harry Wong	✓	✓	✓	✓	✓	✓	✓	✓	x	✓	x	x				
Ms Jemima Paddock	x	x	✓	✓	x	✓	x	x	✓	✓	✓	✓				
Dr Esme Cuvier	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓				
Dr Sunita Patel	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓				
Dr Rosa Ramirez-Jones	✓	✓	✓	✓	✓	✓	✓	x	✓	✓	✓	✓				
Mr Daniel Deronda	x	✓	x	✓	✓	✓	✓	x	✓	✓	✓	✓				
Dr Simon Baggins	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓				

Please note that candidates who do not meet the essential criteria can not be shortlisted, *unless* the criteria can only be assessed through interview, eg verbal communication skills.